

## **PUBLIC INFORMATION SPECIALIST (111-07)**

SALARY: \$47,548.80 - \$67,184.00 annually, plus liberal fringe benefits

***Management Category IV***

### **THE POSITION**

This is professional work of more than average difficulty involving research, documentation, preparation and distribution of written and oral communications.

An employee in this class is responsible for the development and communication of information designed to keep the public informed of the programs, events, accomplishments and activities involving specific programs on an individual department or Citywide basis through the use of various communications media and personal contact. The employee works under the general supervision of an administrative superior and must exercise considerable initiative and independence of action in accomplishing assignments and special projects. Work is reviewed through conferences, observations, reports submitted and results obtained

**NOTE:** The duties of this position will include all of those duties set forth in the official job description.

### **THE REQUIREMENTS**

1. Possess a Bachelor's degree from an accredited college or university with major course work in marketing, public relations, public administration, or other closely related field.
2. Have at least three (3) years full-time paid work experience in public relations and public information including experience in the use of diverse media.
3. Additional qualifying work experience may be substituted on a year-for-year basis for the college education requirement.

### **THE EXAMINATION**

Depending on the number of applicants and the quality of their education and experience, the examination may consist of one or more of the following tests: Evaluation of Training and Experience, Oral Interview, Written Examination, or other assessment method. Applicants must attain a minimum score of 70 in each part of the examination in order to qualify. All successful applicants will be required to pass a medical examination, including drug screening, prior to appointment.

### **HOW TO APPLY**

**Application forms should be filled out completely and should clearly show that the minimum qualifications are met. Eligibility for hire may be based on a rating of the application; therefore, completeness and accuracy are of the utmost importance.** Official City of Fort Lauderdale applications will be accepted and **received** at the Department of Human Resources, City Hall, 100 North Andrews Avenue - 3<sup>rd</sup> Floor, Fort Lauderdale, Florida, open continuously until sufficient applications have been received.

Name: \_\_\_\_\_ SSN: \_\_\_\_\_

CITY OF FORT LAUDERDALE  
PUBLIC INFORMATION SPECIALIST (111-07)  
APPLICATION SUPPLEMENT

This application supplement is an integral part of the application process and must be completed together with the formal application in order to be considered as an applicant.

We are looking for amplification of your work experience as it relates to this position. Answer each question completely and concisely with specific examples from your work experience. Use additional sheets as necessary or desired.

1. What experience have you had researching, writing and disseminating news releases? Select two examples and describe their purposes and results. Provide a copy of material, if available.
  
2. Explain your experience organizing a special media event (i.e., kick-off of a special program; major press conference, etc.).
  
3. Please provide an example of an informative or educational brochure or newsletter that you have prepared. What was your role in developing the material?
  
4. What experience have you had creating, organizing and executing a public information campaign? Please provide a copy of materials, if available.

***My signature affirms that all information contained in this supplemental questionnaire is true to the best of my knowledge and that I understand that any misstatement of fact may result in disqualification or dismissal.***

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**(SIGNATURE NOT REQUIRED IF ATTACHED TO EMPLOYMENT APPLICATION AND  
SUBMITTED ELECTRONICALLY THROUGH THE CITY'S ON-LINE APPLICATION  
WEBSITE)**